

EXHIBIT 'C' – ADMINISTRATIVE REQUIREMENTS

PROJECT: PROJECT NO.:
 AGENCY: LEASE NO.:
 LOCATION: DATE:

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PROJECT CONTACT:

PHONE:

FAX:

EMAIL:

Confirmation Statement

I/we have read this Exhibit 'C' Administrative Requirements and understand it is incorporated into, and is part of, this lease. I/we have acknowledged each and every page by placing my/our initials on this cover sheet.

Initials _____

DIVISION 1 – AUTHORITY AND POLICY REQUIREMENTS

1.00 GENERAL

- A. The State of California and its governing agencies have mandated that the Department of General Services (DGS), Real Estate Services Division (RESD) adhere to all regulations, policies and state statutes for all state agencies leasing private sector building space.
- B. This Exhibit 'C' document is a binding part of the lease document and shall function with Exhibits 'A' and 'B'.
- C. The forms contained in Division 4 are for the Lessor's reference. A separate Lessor's forms packet will be provided by RESD for the Lessor's use. The forms contained in the "Lessor's Packet" are to be used by the Lessor to accomplish the processes required by this document.
- D. Federal Americans with Disabilities Act (ADA) and California Building Code (Title 24) accessibility requirements are combined and noted hereafter as **CBC/ADA**.
- E. Abbreviations: State Fire Marshal (SFM), Division of the State Architect (DSA), Real Estate Services Division (RESD).

1.01 STATE FIRE MARSHAL AUTHORITY

- A. Section 13108 of the California State Health and Safety Code gives the State Fire Marshal (SFM) authority for enforcement of fire protection regulations for State owned and State occupied leased buildings or premises. This authority encompasses both plan review and construction inspections of all leased facilities.
- B. If at any time during the Design, Construction Document Review, or Construction Inspection processes, a conflict arises between the State and local authorities, the Lessor/architect will compile all pertinent information and present the situation through the RESD Space Planner to the SFM. The SFM has final authority in the determination of compliance and will take the lead in the resolution of problems or suitable interpretation of code.

1.02 ACCESS COMPLIANCE AUTHORITY

- A. California law incorporates the Americans with Disabilities Act requirements. California Government Code provides that buildings shall be made accessible to, and usable by, persons with disabilities, whether they are leased, rented, contracted, sublet, or hired by any municipal, county, or State divisions of government, or special district. California Building Standards Code defines that all State facilities shall meet the federal Architectural Barriers Acts.
- B. These statutes, in addition to the California Building Code, Title 24, generate the need for a standard process to ensure access compliance with respect to State leased facilities.
- C. The **Division of the State Architect (DSA)** is charged with the responsibility of ensuring compliance with the above standards.

DIVISION 1 – AUTHORITY AND POLICY REQUIREMENTS

ACCESS COMPLIANCE AUTHORITY - Continued

- D. If at any time during the Design, Construction Document Review, or Construction Inspection processes, a conflict arises between the State and local authorities, the Lessor/architect will compile all pertinent information and present the situation to the RESD Space Planner.
- E. The DSA has delegated a component of the access compliance responsibility to RESD for leased facilities. Conforming to DSA delegation, RESD is requiring the Lessor to ensure compliance by utilizing one of the two procedures defined in this document. Refer to Division 3 (below) for specific requirements and procedures.
- F. Public right- of- way access is required for all State leased facilities. If the existing conditions do not meet the required codes and regulations, the design professional (Lessor's architect) must demonstrate and document a diligent effort to request that the authority (having control) over the public right- of- way, makes the necessary modifications to secure right-of-way access. All correspondence shall be documented and provided to the RESD Space Planner for the project file.

End of Authority and Policy Requirements

DIVISION 2 – STATE FIRE MARSHAL PROCEDURE

2.00 RESD LEASE EXHIBIT 'A'

- A. Prior to the lease execution, the RESD Space Planner is responsible for the development and submittal of the lease Exhibit 'A' space plan(s) to the SFM for a general code compliance review and approval. The approved Exhibit 'A' plan(s) will reflect the design concept for the proposed lease within the configuration of the existing building shell. If RESD elects to use a narrative Facilities Design Program (FDP) in place of the Space Plan, the SFM review and approval will follow lease execution and development of preliminary architectural drawings by the Lessor.

2.01 CONSTRUCTION DRAWINGS

- A. The Exhibit 'A' Plan or the Exhibit 'A' FDP are design development guidelines only. Lessor, at Lessor's sole cost and expense, shall provide all required construction documents and calculations necessary to obtain a building permit from the local Building Department and to construct the improvements as indicated. The use of Exhibit 'A' Plan in lieu of construction documents is not acceptable to the State.

2.02 PLAN REVIEW AND APPROVAL

- A. The Lessor's architect is required to submit the construction drawings to the SFM for plan review and approval prior to construction. **All** specific technical elements of the construction such as fire alarm and smoke detection systems, fire sprinklers, construction details of fire assemblies, etc. shall be included with the construction drawings. For projects with no alterations that would require a building permit the Lessor is not required to submit construction drawings to the SFM.
- B. The Lessor's architect shall submit the SFM **Plan Review Application** Form A (attached) and the construction drawings to the State Fire Marshal in Sacramento. There is no fee associated with the SFM review process.
- C. The **Plan Review Application form** and all submittals shall be sent to:
Office of State Fire Marshal, Code Enforcement
1131 S Street
Sacramento, California, 95814
Contact telephone: (916) 324-3783 or 445-8550.

This form must be filled out completely, including the address to which the approved documents shall be returned. Plan review time is generally consistent with local building authority permitting process, however the architect shall verify the estimated review time for this project review at submittal. The architect shall make the necessary adjustments to the overall project schedule accordingly.

- D. The approved drawings or revisions requests will be returned to the address shown on the Plan Review Application and will be accompanied by either a SFM **Plan Review Approval** Form B or a SFM **Plan Review Transmittal** Form C (attached). The Lessor/architect shall provide a copy of the approved form to the RESD Space Planner.

DIVISION 2 – STATE FIRE MARSHAL PROCEDURE

2.03 CONSTRUCTION INSPECTION

- A. The regional SFM office will inspect and approve the construction in the State leased building. There are two regions; Code Enforcement North and Code Enforcement South. Call (916) 445-8550 to determine the local contact information. The Lessor, architect, or contractor shall be responsible for contacting the regional Deputy State Fire Marshal for coordination of the inspections based on the proposed construction schedule.
- B. After completion of each successive SFM construction inspection, any deficiencies shall be recorded on the SFM **Fire Safety Correction Notice** Form D (attached). This form is to be signed by a Lessor's representative on site. When final approval by the Deputy SFM is recorded on this document the Lessor shall send a copy to the RESD Space Planner.

End of SFM Process

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.00 GENERAL

- A. To comply with the accessibility requirements and ensure that the facility has complied with all accessibility codes and regulations, the Lessor is required to complete one of the two processes defined below. In each case the RESD Space Planner will remain the primary contact. The facilities are categorized according to size as either Group I or Group II projects. Each category has specific requirements as defined. Group I projects are submitted to RESD and Group II facilities are submitted to DSA for plan review and approval. The Lessor is required to follow the procedure of the applicable process and is responsible for the associated costs.

3.01 FEE REQUIREMENT

- A. The Lessor is required to submit the project fee to RESD for Group I or directly to the DSA regional office for Group II facilities. The RESD Space Planner will calculate the required fee using the **CBC/ADA Access Compliance Fee Calculation Form E** (attached) and include this in the Exhibit C lease document.

3.02 DETERMINATION OF FACILITY GROUP

- A. The group is determined by the category and the size of the State's net usable leased area. The respective administrative process is defined in the following Sections 3.03 (Group I) and 3.04 (Group II). The Group Types are defined below:

GROUP I:

Building Type:	Net Usable Square Footage:
Existing Office Buildings	Less than 100,000 square feet
Existing Warehouse Buildings	Less than 500,000 square feet
Any Building to be Constructed	Less than 30,000 square feet

GROUP II:

Building Type:	Net Usable Square Footage:
Existing Office Buildings with Alterations	100,000 sq. ft. or greater
Existing Warehouse Buildings with Alterations	500,000 sq. ft. or greater
Any Building to be Constructed	30,000 sq. ft. or greater

Note: Certain Group I projects, at the discretion of the State, may be determined compatible with Group II process regardless of the building size. The RESD Space Planner shall inform the Lessor which process applies to this particular project during lease negotiations.

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.03 GROUP I FACILITY PROCEDURE

For Group I facilities the Lessor's architect is required to complete the requirements outlined in paragraphs A through D below:

- A. Accessibility Survey: The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the DGS' Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:
1. DSA certified accessibility consultants trained for Leased facilities
<http://www.dgs.ca.gov/resd/Programs/LeasingandPlanning/NewLease/LeaseRequirements.aspx>
 2. Certified Access Specialist (CASP)
<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#t1>
 3. ICC Accessibility Inspector/Plans Examiner
<https://av.iccsafe.org/EWEB/DynamicPage.aspx?Site=icc&WebKey=b7afd990-2e14-4013-a186-aeb405641a95&FromSearchControl=Yes>
 4. Architect licensed in the State of California
- A.1.1 The consultant will survey the facility and site per CCR Title 24, California Building Code (CBC), and Americans with Disabilities Act (ADA). State agencies are public entities and shall comply with Title II of the ADA. Exceptions to the code for existing buildings are not permitted. Access compliance shall apply to exterior areas such as but not limited to path of travel to and from public transportation and public right-of-way, parking, passenger drop-off and loading zones, walks and sidewalks, curb ramps, ramps, and all stairs. Access compliance shall also apply to interior areas such as but not limited to entrances and exits, lobbies, building common areas, elevators, access lifts, doors and gates, access to and through all rooms and spaces, restrooms, signs and identification, counters, waiting, seating areas, assistive listening systems, telephones, drinking fountains, alarms, and horizontal/vertical access. Consultants will observe and record all deficiencies, as well as provide solutions needed to bring facility into compliance with sufficient detail to allow Lessor or his/her agent to develop a cost estimate for proposed barrier removal. Should all areas mentioned above not be fully constructed, consultants shall review the construction documents in addition to the physical evaluation.
- B. Fee Payment: The Lessor shall prepare a check payable to the Dept. of General Services, Real Estate Services Division. Lessor shall enclose a copy of the **CBC/ADA Access Compliance Fee Calculation** Form E (attached) as prepared by the RESD Space Planner, along with payment and mail to DGS, RESD (Include the project number on the check to RESD).
- C. Construction Documents: The Lessor's Architect will incorporate all items defined in the accessibility survey into the construction documents. The Lessor shall submit the completed drawings to RESD for review.
- D. Verified Report: Following the completion of construction, the Lessor's architect is responsible for verifying that the items outlined in the accessibility survey and incorporated into the construction documents have been completed. The **Verified Report** Form G (attached) shall be signed by the Lessor's architect. The architect shall forward the signed Verified Report to RESD Space Planner prior to the final inspection that will be performed by RESD. The project will not be accepted for occupancy prior to receipt of this document.

End of Group I Procedure

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.04 GROUP II FACILITY PROCEDURE

The Lessor is required to submit plans and specifications to the **Division of the State Architect (DSA)** for access compliance review and approval. Although the formal process for access compliance plan review and approval is processed through DSA, the DGS RESD Space Planner will continue as the project manager. The Lessor's architect shall inform RESD of the status of plan review/approval from DSA.

For Group II facilities the Lessor's architect is required to complete the requirements outlined in paragraphs A through F below:

- A. Accessibility Survey: The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the DGS Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:
1. DSA certified accessibility consultants trained for Leased facilities
<http://www.resd.dgs.ca.gov/Branches/PSB/LeaseRequirements.htm>
 2. Certified Access Specialist (CASP)
<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#1>
 3. ICC Accessibility Inspector/Plans Examiner
<https://av.iccsafe.org/EWEB/DynamicPage.aspx?Site=icc&WebKey=b7afd990-2e14-4013-a186-aeb405641a95&FromSearchControl=Yes>
 4. Architect licensed in the State of California

Note: See Section 3.03; paragraph A.1.1 (Group I Facility Procedure) for parameters of survey.

- B. Construction Drawings and Specifications: The Lessor is required to retain an architect licensed in the State of California to design and develop plans and specifications in accordance with the lease exhibits and applicable codes and regulations. The Lessor's architect will incorporate all items defined in the accessibility survey into the construction documents. The architect is required to stamp and sign the construction documents.
- C. Fee Payment: In accordance with the calculation of fees per the **CBC/ADA Access Compliance Fee Calculation Form E** (attached), the Lessor shall prepare a check payable to the Division of the State Architect. This check along with a copy of the CBC/ADA Access Compliance Fee Calculation Form E shall be forwarded directly to the appropriate regional DSA office in the submittal package.
- D. Submittal Package: The submittals shall be sent to the appropriate DSA regional office. The state is divided into four regions, San Francisco Bay Area, Sacramento, Los Angeles and San Diego. The DSA regional office that will review this project can be confirmed by calling DSA at (916) 445-8100. The submittal package must be complete before the DSA accepts the project for review. Proceed to the DSA website using the link below for instructions on this process:

<http://www.dgs.ca.gov/dsa/Programs/progProject/overview/projsubmitintro.aspx>

Upon receipt of the submittal package, a DSA application number is assigned to the project for tracking purposes. A preliminary review of your submittal is performed within a few days. Plan review is scheduled after DSA verifies that a complete submittal package has been received. The Lessor's architect shall verify the estimated time for this project review with DSA at submittal. The architect shall make the necessary adjustments to the overall project schedule accordingly.

- E. DSA Plan Approval: Once approval has been granted by DSA, the Lessor is

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

required to construct the project in compliance with the plans, specifications and lease exhibits. The Lessor shall provide a copy of DSA's letter of approval to the RESD Space Planner. Construction shall not commence until this process has been completed.

- F. Verified Report: Following completion of construction, the Lessor's architect shall visit the site to verify that the building and site are in compliance with the DSA approved plans and specifications. The **Verified Report** Form G (attached) shall be completed and signed by the Lessor's architect. The architect shall forward the Verified Report to RESD Space Planner prior to the final construction inspection by RESD. The project will not be accepted for occupancy prior to receipt of this document.

End of Group II Procedure

DIVISION 4 – REFERENCE FORMS

4.00 SFM PLAN REVIEW APPLICATION, FORM A

STATE OF CALIFORNIA - THE RESOURCES AGENCY

Edmund G. Brown Jr., Governor

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

Fire and Life Safety Division

1131 "S" Street (95811)

P.O. Box 944246 (94244-2460)

Sacramento, CA

T: (916) 445-8550 F: (916) 324-3784

Web Site: www.fire.ca.gov



PLAN REVIEW APPLICATION

Please Print or Type- Must be Submitted with all Plans, Specifications and Deferred Approvals

Application Date: _____

State Department Project: _____

Building Name: _____

DGS Project # (DGS Only): _____ **Please check on of these boxes/do not leave blank** **Bill To:** SRF ☐ ARF ☐ Agency ☐

Project Address: _____

City: _____ **Zip Code:** _____ **County:** _____

Scope of Project: _____

Estimated Contract Cost: _____

Bid Date: _____ **Contract State Date:** _____

Submitting Firm/Agency: _____

Address: _____

City: _____ **Zip Code:** _____ **County:** _____

Contact Person: _____

Telephone Number: () - _____ **Email Address:** _____

SFM USE ONLY – BELOW THIS LINE

Date Received: _____

Received By: _____

SFM FILE #: _____

Database ID #: _____

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DIVISION 4 – REFERENCE FORMS

4.01 SFM PLAN REVIEW APPROVAL, FORM B

(This is for Reference Only – The Lessor will receive this Plan Review Approval form or the Plan Review Transmittal form (next page) with the plans that were submitted for review and approval to the SFM)

STATE OF CALIFORNIA - THE RESOURCES AGENCY

Edmund G. Brown Jr., Governor

OFFICE OF THE STATE FIRE MARSHAL
Code Enforcement – North
DEPARTMENT OF FORESTRY AND FIRE PROTECTION



1131 "S" Street (95811)
P.O. Box 944246 (94244-2460)
Sacramento, CA
Web Site: <http://osfm.fire.ca.gov>
(916)445-8550
(916)324-3784 FAX

PLAN REVIEW APPROVAL

TO: _____ DATE: _____

_____ CSFM: _____

FACILITY NAME: _____
FACILITY ADDRESS: _____
PROJECT DESCRIPTION: _____

Reproducible plans and specifications for the project described and included in the plan review transmittal dated _____ are approved by this office and were stamped _____.

Nothing in our review shall be construed as encompassing structural integrity. Approval of this plan does not authorize or approve any omission or deviation from applicable regulations. Final approval is subject to field inspection. One set of approved plans shall be available on the project site at all times.

If you have any questions, please contact me at _____.

Deputy State Fire Marshal

cc: ☐ Code Enforcement – North
☐ Code Enforcement – South
☐ Field File

RECORD #: _____
RECEIVED DATE: _____

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DIVISION 4 – REFERENCE FORMS

4.02 SFM PLAN REVIEW TRANSMITTAL, FORM C

STATE OF CALIFORNIA - THE RESOURCES AGENCY

Edmund G. Brown Jr., Governor

OFFICE OF THE STATE FIRE MARSHAL
Code Enforcement – North
DEPARTMENT OF FORESTRY AND FIRE PROTECTION



1131"S" Street (95811)
P.O. Box 944246 (94244-2460)
Sacramento, CA
Web Site: <http://osfm.fire.ca.gov>
(916) 445-8550
(916) 324-3784 FAX

PLAN REVIEW TRANSMITTAL

TO: _____ DATE: _____

_____ CSFM: _____

FACILITY NAME: _____

FACILITY ADDRESS: _____

PROJECT DESCRIPTION: _____

As requested, we have reviewed ☐ Plans ☐ Specifications ☐ Change Order ☐ Addendum ☐ Instructional Bulletin
☐ Request for Information ☐ Equipment Submittal for the project listed above to determine conformance with the fire
and life safety standards of Titles 19 and 24, California Code of Regulations. By copy of this transmittal we are:

☐ advising you that the items listed above were found to be in accordance with the applicable
provisions of Title 19 and 24.

☐ returning the items listed above to you for review. Consideration must be given to all comments
noted in red pencil on the documents.

☐ requesting that you contact our office at the telephone number listed below for an appointment
for our stamp of approval or back check. Submit the plans with our official comments at the time of
the back check.

Nothing in our review shall be construed as encompassing structural integrity. Approval of this plan does not authorize
or approve any omission or deviation from applicable regulations. Final approval of this project is subject to field
inspection.

If you have any questions, please contact me at _____.

Deputy State Fire Marshal

cc: ☐ Code Enforcement – North
☐ Code Enforcement – South
☐ Field File

RECORD #: _____

RECEIVED DATE: _____

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PLEASE REMEMBER TO CONSERVE ENERGY. FOR TIPS AND INFORMATION, VISIT "FLEX YOUR POWER" AT WWW.CA.GOV

DIVISION 4 – REFERENCE FORMS

4.03 SFM FIRE SAFETY CORRECTION NOTICE and/or FINAL CONSTRUCTION APPROVAL - FORM D

STATE OF CALIFORNIA - THE RESOURCES AGENCY

Edmund G. Brown Jr., Governor

OFFICE OF THE STATE FIRE MARSHAL
Code Enforcement – North
DEPARTMENT OF FORESTRY AND FIRE PROTECTION



1131 "S" Street (95811)
P.O. Box 944246 (94244-2460)
Sacramento, CA
Web Site: <http://osfm.fire.ca.gov>
(916) 445-8550
(916) 324-3784 FAX

Fire Safety Correction Notice

File Number: _____

Name: _____

Address: _____

The California Health and Safety Code and the State Fire Marshal's regulations require the following fire safety deficiencies be corrected.

The above deficiencies are to be corrected within _____ days. **When ALL deficiencies have been corrected, sign and return the certification on the opposite side of this form.** If you have any questions, contact the Office of the State Fire Marshal at () _____ - _____

ISSUED BY (Deputy State Fire Marshal)

RECEIVED BY

DATE

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PLEASE REMEMBER TO CONSERVE ENERGY. FOR TIPS AND INFORMATION, VISIT "FLEX YOUR POWER" AT WWW.CA.GOV

DIVISION 4 – REFERENCE FORMS

4.04 CBC/ADA ACCESS COMPLIANCE FEE CALCULATION FORM E

RELPS Planner: _____ Date: _____

Agency: _____

Address: _____

Project Number: _____

Project Name: _____

For GROUP I Facilities
Send to:
Dept. of General Services
Real Estate Services Division
Professional Services Branch
707 3rd Street, Suite 5-305
West Sacramento, CA 95605

For Group II Facilities
Send to:
DSA Regional Office
See DSA Website for offices in
your area at
www.dsa.dgs.ca.gov/Contact/default.htm

Project Type	Project Size (net usable s.f.)		Project Value (PV)
<input type="checkbox"/> Existing Warehouse Buildings		\$20/sf	\$ -
<input type="checkbox"/> Existing Office Buildings		\$50/sf	\$ -
<input type="checkbox"/> New Construction Build-to-Suit		\$150/sf	\$ -

GROUP I (Under \$5,000,000)	Project Value	Multiplier	Fee
PV X 0.2% of 1st \$500,000 =	\$ -	0.002	
Remainder of PV x 0.1% =	\$ -	0.001	
Remainder between 2M and 5M x .01%	\$ -	0.0001	
Calculated total =	\$ -		
x 10% (QA or \$200 Minimum) = Total Fee			\$ 200

GROUP II (Over \$5,000,000)	Project Value		Fee
PV x 0.5% of 1st \$500,000	\$ -	0.005	\$ -
PV between 500,000 and 2M x .25%	\$ -	0.0025	\$ -
PV over 2M x .1%	\$ -	0.001	\$ -
Total Fee			\$ -

Total Lessor Fee Obligation:	\$ 200
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DIVISION 4 – REFERENCE FORMS

4.05 DVBE PROGRAM CERTIFICATION SHEET, FORM F

CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE PROGRAM CERTIFICATION SHEET

Lessor must complete and sign to certify if DVBE Participation was or was not obtained

LEASE AMOUNT/DVBE CERTIFICATION

Lease Project No.:

I hereby certify that the Lease Contract Amount, as defined below, is in the amount of

\$_____ of which \$_____ was awarded to a certified

DVBE firm resulting in _____% DVBE participation. I understand that the Lease Contract

Amount is the total dollar figure against which the DVBE participation will be evaluated.

Lessor Name

Date

Lessor's Signature

Printed Name

DEFINITION: Lease contract amount is the total amount of lease costs expended by the Lessor over the firm term of the lease which are attributable to expenditures by the lessor to make the leased property sufficient for state occupancy. This typically includes, but is not necessarily limited to, tenant improvements, extraordinary maintenance, and janitorial services specified in the lease. In the case of a build-to-suit facility, the total of the construction and off-site development costs, as well as architectural and engineering costs, would be included.

DIVISION 4 – REFERENCE FORMS

4.06 VERIFIED REPORT, FORM G

State Leased Buildings and Facilities Verified Report - Form G

The Architect having general responsible charge of the work of construction on the plans and specifications, is responsible for the submission of this report to the Department of General Services / Real Estate Services Division, Planner (DGS/RESD) prior to the state tenant taking occupancy.

RESD Project Info:	Agency:		RESD Project #
	Project Type (Scope of Work):		Date:
	RESD Planner:	Phone:	Fax:

Facility Info:	Building Name		Hours of Operation:	
	Address:			Suite
	City:			Zip:
	Lessor Contact		Phone	Fax

Contractor:	Company Name	License #	Phone
-------------	--------------	-----------	-------

This report includes all construction work through the date of: _____ month _____ day _____ year			
Exterior Work	% Compliant	Interior Work	% Compliant
		Accessible Main Entrance	
Parking & Accessible Stalls		Doors & Gates	
Walks & Sidewalks		Information / Reception Counter	
Curb Ramps		Elevators / Ramps / Lifts	
Stairways		Sanitary Facilities / Sinks / Drinking Fountains	
Ramps & Landings		Stairwells / Exits	
Accessible Main Entrance		Conference / Meeting / Assembly Rooms	
Wayfinding & Signage		Wayfinding & Signage	
		Fire Alarms	
		Total Project Percentage of Completion	
*All items required to be 100% complete unless Hardship approved by DSA or Mitigation Plan outlined in lease.			
List work and % to be completed (attach additional pages as necessary):			

I declare under penalty of perjury that I have read the above report and know the contents thereof; that all of the above statements are true and that I know of my own personal knowledge that the work during the period covered by the report has been performed and materials used and installed, and in every material respect are in compliance with the duly approved plans and specifications therefore.			
Architect:	Signature		Date
	Name		Architect #
	Company / Firm		Phone
	Address		Fax

Submit completed forms to location indicated below:	
DGS/RESD Attn: Planner	Real Estate Services Division 707 Third Street, Suite 5-305 West Sacramento, CA 95605